

Podcast Assistant Intern – Help Create Podcasts For and About America’s Veterans



Project Title	Podcast Assistant Intern – Help Create Podcasts For and About America’s Veterans
Project Summary	Help VA’s podcast producer by creating show notes, gathering materials, transcribing episodes, and researching topics for VA's official podcast, Borne the Battle.
Country	United States

Project Description

If you enjoy podcasts and want to support the success of one, then consider being our Podcast Assistant Intern. The intern in this position will work directly with our podcast host and producer to help create support products such as show notes, transcriptions, and preparation materials. This position allows opportunity to collaborate with other VA interns to create promotional products such as graphics.

As a Podcast Assistant Intern your typical work assignments may include:

- Research potential podcast guests
- Transcribe episodes
- Help create and prepare show notes
- Prepare production material
- Identify soundbites to use for promotional products
- Work with graphic design interns to create promotional graphics

Required Skills or Interests

Skill(s)

Writing

Additional Information

Please take the time to listen to a few episodes of our podcast. You can find the show on most podcast apps under "Borne the Battle" or at our blog page: <https://www.blogs.va.gov/VAntage/category/borne-the-battle/>.

This position does not include or require knowledge of recording or editing audio.

Also, please be aware that you will be expected to have your own computer, and your software and internet access.

Language Requirements

None